

## DOE ARRA Amended Local Plan – Cover Page

Due Date **October 30, 2009**

Email To **localplan@csd.ca.gov**

Contact for Questions

Agency Name	CAPOC
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Participation Acceptance

Our agency is interested in participating in the DOE ARRA Program. We certify that we have the capacity to provide the required services within our service territory as outlined in the Local Plan.

Signature	
Name	Clarence W. Ray
Title	Executive Director
Phone Number	714-897-6670 ext 3112
Email	<u>bray@capoc.org</u>
Date	January 14, 2010

CSD Approval

Approved by	
Approval Date	

## DOE ARRA Amended Local Plan

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### Instructions

It is important to first read the DOE ARRA Local Plan Instructions provided as a separate document before completing this plan.

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### General Plan

**Describe your current progress towards your local plan goals and ramp-up to increase capacity and outreach in anticipation of receiving the DOE ARRA Production contract:**

A strategic plan was written in Nov. 2008 to map out the means by which CAPOC would prepare to build capacity (internal and/or outsourcing) to increase client services levels tenfold due to LIEE, LIHEAP and ARRA funding increases. Presently we have the new director in place. Four outreach coordinators are presently performing outreach. Two new Inspector/assessors have been hired and will begin training which will extend through February. We will be hiring 1 Program Manager, 2 Data entry Clerks, 2-4 Inspector/assessors, 4 Crew chiefs, 4 WX workers, receptionist, Admin. Assist. By February 5, 2010. 10 Subcontractors have been placed on our "waiting list" based on these private contractors showing an interest in this program. About 2-3 new subcontractors may be added for ARRA to conduct targeted outreach, installation, window replacement and/or other specialty needs when/if needed.

Internally, we have also created a "Silo Dept." for ARRA and break it away from E&ES due to prevailing wage, weekly payroll and other related program requirements. This was also confirmed as the appropriate "thing to do" based on a conversation with DOE staff during a visit to our Agency in July. This Silo consists of 1 ARRA Director, 1 Field Super, 6-8 work crews and 4-6 Assessors/Inspectors. We are still in the process of setting up the ARRA-Silo. It should be in place and in full force by March. 2010 and then have full responsibility to operate the ARRA Program for its remaining contract term (thru March 30, 2012).

Hiring of the ARRA Director, ARRA Field WX Supr and/or LIHEAP HVAC Manager/Techs will provide CAPOC with expanded licensing to include Class B, C-10, 20, 36 &/or 46. HR is also recruiting for 1-2 Cost Accountants, 2 billing clerks, to help with program support for the program.

Currently we are locating a building/warehouse to lease. We should have a leased building by February 1, 2010.

New trucks are in the process of being leased for the newly hired field staff. Capacity building has continued by contacting, meeting and/or collaborating with housing staff from our local cities and both non-profit and private orgs (OC-CCC, Arbor Ed, Taller San Jose and Golden West College ), one-stops, workforce & training centers,(SAWIB, Anaheim WIB and OC WIB) for on-the-job "green training" program placements. Over 17 youths and adults have been placed in our dept since June 2009 to learn intake, outreach, billing and field work.

To increase client leads, we have integrated CSFP food clients with Energy ED Services, adding 4 community out-stations, increased the number and frequency of seeing clients at offsite community locations (increased from 8 to 12 sites).

Future plans may include expanded office hours 1-2 evenings per week and ½ day Saturday 1-2 times per month. A new heavy-duty leased copier has been

ordered to provide us enhanced ability to scan; fax and print from local computer to copier and copy in volume newly created outreach flyers in both black and color.

In reviewing the amount of your allocation, will you be able to build capacity enough to accept and spend the total amount for your entire service area?

Yes

If not, what % of the allocation can you accept?

N/A

For multi-county agencies, will you have the capacity to spend funds proportionate to each county's allocation and meet the 50% threshold in each county by the required deadline?

N/A

**Outreach to  
Potential  
Clients**

Describe how you will increase your outreach efforts to reach the necessary number of low-income clients needed to meet your ARRA production goals. If you are a multi-county agency, describe how this will be accomplished in each county.

The ARRA Silo division hired an Outreach Mgr and 5 staff to spearhead a targeted/intensive outreach plan. The "Whole Neighborhood Approach", as described for the CPUC-LIEE program has been incorporated into the outreach methodology in conjunction with marketing help from neighborhood associations, special help groups, local cities and utility companies. Additionally, youth and adult volunteers from Sen. Lou Correa's Office, (RTOC) Rebuilding Together Orange County and (PYHO) Paint Your Heart Out as well as City of Santa Ana's Neighborhood Pride Program will help with neighborhood walks, community events, flyer distribution and energy education. CAPOC has targeted the 9 largest cities in OC (with the highest concentrations of low-income populations) for these special events: Anaheim, Santa Ana, Buena Park, Fullerton, Orange, Garden Grove, Costa Mesa, Westminster and Huntington Beach. Special South County outreach is also in process with support from SDG&E. Telemarketing and PSA's will be released to help identify clients from Irvine south, through Mission Viejo, San Juan Cap and into San Clemente, our southern most border cit. SDG&E calls will be re-directed by SDG&E to a special # at CAPOC. OJT trained interns will be posted at 3 stations to receive these calls; screen and offer client appointments for ARRA and our other programs. A comprehensive contract with SDG&E allows all clients assisted through Liheap, ARRA or other funding source to be entered into their system so that credit is applied across all programs. This CAPOC-SDG&E Leveraging Pilot Project has been approved by the CPUC and will begin in September, 2009. Customers will be fully served by CAPOC in conjunction with SDG&E. CUI and MAAC will also participate

Identify the main Action Steps required to achieve the goals above utilizing specifics such as timelines, potential partners, marketing plans, etc...

Already active and in process--as detailed above.

Detail progress made in this arena with respect to actual, tangible achievements. Be specific with regards to dates, details, and participants.

Already active and in process--as detailed above.

**Outreach to  
Elected  
Officials**

Describe how you will increase your outreach efforts to educate, and possibly partner with, your local elected officials. If you are a multi-county agency, describe how this will be accomplished in each county.

The E&ES Director has contacted many local city officials (Mayors) via letter as well as met in person with Housing Division staff from the 9 key cities in our County as described above. Specific outreach campaign plans are in process. Area maps have been created with the help of the housing division staff to identify the top 20 neighborhoods most in need of weatherization assistance. Once these streets are identified, they will be run by the local utility companies (SDG&E and SCG) to run the DMRI process to check for duplicate/prior work. Then, CAPOC staff will search through 3 internal wx databases (WX, WT, Servtrak) with 20+ years of client records to check for duplication/prior work.

E&ES outreach staff have been collaborating with Senator Lou Correa and his staff to help foster our "Let's Go Green" campaign in his very large and mostly low income densely populated senatorial district. Several neighborhood walks, fairs and events have been staged in Anaheim since April 2009. Similar events are in process for the Cities of Westminster and Santa Ana. Outreach staff are in process of contacting Congresswoman Loretta Sanchez and implementing a similar plan with her backing and assistance for the city of Garden Grove.

Identify the main Action Steps required to achieve the goals above utilizing specifics such as timelines, contact people, etc...

Already active and in process--as detailed above.

Detail progress made in this arena with respect to actual, tangible achievements. Be specific with regards to dates, details, and participants.

Already active and in process—as detailed above.

**Outreach to  
Potential  
Partners and  
Community**

Describe how you will increase your outreach efforts to educate and inform the community at large and create an environment that fosters partnerships in your local community. If you are a multi-county agency, describe how this will be accomplished in each county.

Active and already in process—as detailed above.

Identify the main Action Steps required to achieve the goals above utilizing specifics such as timelines, contact people, etc...

Active and in process—as detailed above.

Detail progress made in this arena with respect to actual, tangible achievements. Be specific with regards to dates, details, and participants.

Active and in process—as detailed above.

**Quality  
Assurance**

For each question in this section, provide a comprehensive narrative on your current processes and what changes you will make to increase the oversight of program staff and subcontractors to ensure that:

Only eligible households are served and that priority will be given to vulnerable populations and those with high energy burden per DOE regulations.

Because of the extremely restrictive DOE Regulations, CAPOC has decided to create a Silo or stand alone program for ARRA.

Currently, E&ES includes several levels of responsible staff, separated functionally by component to allow for better internal control.

Key functions include:

- Program Support (file/quality review, data entry & billing),
- WX field staff/Warehouse Inventory/Fleet Management;
- Client Calling Center (for pre-screening & appts.);
- Intake & Assurance 16 staff and
- Outreach/Client Education staff.

For field work; the Installer/WX Crews complete basic work while the Assessors/ Inspectors complete assessment and the pre-/post- QA inspections. The Manager (WX Field Superintendent) holds his own Class B and has over 30 years construction experience, 20 at CAPOC. He works closely with all field inspectors and installers, reviews all production sheets, approves/orders CAS resolution requiring an HVAC SUB or other specialty work via Subcontractors; conducts random inspections for QA.

The Director holds a MS, ED., has worked at CAPOC for over 23 years, and has successfully managed the Dept, increased revenues and administered a multitude of federal and private energy and human service type contracts with over 40 staff, 5 subcontractors, college interns, senior trainees and community volunteers. She directs 4 program managers, reviews every weatherization enrollment; randomly checks post wx production sheets; reviews all monthly EARS billing files.

Each year, the priority plan is reviewed and adjusted for local changes. Staff are trained on its use and given direction for accomplishment of all Goals. The Screening Forms include HH income limits and a priority plan point system for easy reference and document the client approval process.

A Client Info-Line has been operated since 1986; over 60,000 calls are answered each year. Client pre-screenings are completed by staff for every energy related phone call received by staff, phone interns, trainees and/or volunteers. A lead scheduler compares the Agency's priority plan with each client's energy burden, priority points and income before approving and setting the appointment for that client in our Servtrak DB.

Daily computer lists are matched with screenings and kept by reception who then compares the info to the sign in sheets for clients as they arrive. Once client files are created, files are forwarded to Program Support Unit staff for initial review and data entry into Servtrak. The Floor Supervisor creates and transmits the DBT (Heap and FT files) to CSD; the Billing Manager reviews data entry staff's work

and completes each wx job sheet detail and monthly summary report. This QA approach has resulted in the lowest rejection record rate for LSP's, according to Dianna Molina from CSD.

**Only feasible measures are installed, all measures billed to CSD were installed, and workmanship meets CSD standards.**

Once referred to Weatherization, all Client Enrollment files are reviewed and approved by the Director. Then, the file is handled to the WX Scheduler and assigned to one of 4 Field Assessors/Inspectors. They are responsible for completing the wx home visual/written assessment/inspection including CAS pre-test to identify all feasible measures to be installed. All WX staff carry the WIS manual in their trucks for daily review and reference. Safety/Installation issues meetings are conducted weekly by the Field Mgr with all field staff to cover a variety of issues, problems or general updates. All current staff have been fully trained/certified by RHA for CSD and LIEE by local utility companies (SCG, SCE and SDG&E).

The production forms package is then assembled (assessment forms, pre-casif info, subcontract workorders (if applicable) in progress and the production sheet. Then, the home is either scheduled for installation or placed on hold pending special material orders, specialty sub work or for other reasons (part of a large complex, waiting for additional info, etc). The WX Field Supr/Manager reviews all specialty sub work orders; the PSU Billing Manager inputs the work orders into the Servtrak DB file record; then forwards them to the Director for final review and second signature. Once the scheduler sets the installation appt., the wx crews complete any other required diagnostics (blower door, duct blaster, etc.) and the groundwork. When all work is completed (crews plus any sub work), the Inspector completes the CAS post-test and final QA inspection. Post inspections that are billed are also completed. Final production files are reviewed if needed by WX Field Manager, PSU Billing Manager and Director. Completed jobs are inputted into Servtrak and billings are created monthly for input into EARS. The Director randomly reviews files from this monthly batch, signs off on the billing, reviews and completes the EARS billing. It is then forwarded to the Accounting Dept. (Fiscal) for final review, entry and submission to CSD.

**All records meet CSD standards, billing is accurate and truthful, and reports are submitted on time.**

Information is reviewed, analyzed, adjusted (if necessary) and certified as truthful on time. Details were covered in the previous two questions. In house controls ensure that all CSD contracts, program requirements and production standards are met; all billings are completed using internal separation of duties, stringent reviews and Servtrak data entry and billing documentation is matched with manual file review and compared with EARS billing information and final figures. Internal goals for HEAP, FT and WX production are met through daily data entry and weekly progress reports from Servtrak, reviewed by the Managers and Director. This ensures that all required production goals are met and reports are completed by the date required. Usually, all information is completed and forwarded to Accounting (Fiscal) by the 10<sup>th</sup> of each month so that EARS billings are submitted by the due date (15<sup>th</sup>) of each month. These cut off dates have been adjusted to comply with the new monthly report date of the 5<sup>th</sup> of the month for ARRA.

**Describe in detail the applicable Action Items that will need to be addressed in**

order to achieve compliance in the above three areas. Specify how these action items will be achieved through the concepts of who is responsible, how and when the actions will occur, and why the action is important.

For ARRA, the other change will be that all diagnostics (duct blaster, blower door) will be completed by the Assessors/Inspectors instead of by the work crews as is the current policy.

Otherwise, because ARRA will be in a "Silo" with its own staff and possibly a few subcontractors, there should be no problem with tracking and reporting materials and supplies purchased equipment for the program and time reported on each job for payroll. WX work crews will be hired based on the approved rate which will be a change from current CAPOC policy and wage ranges. CFO has already identified himself as the person to certify the required weekly payrolls for ARRA. A new Cost Accountant will be hired shortly to assist with the tracking and reporting of costs for this program.

#### Workforce Development

Enter the total number of in-house employees currently working in CSD weatherization and HCS programs in the following positions. Count each employee only once. If only a portion of an employee's time is charged to the program, count that person as one.

Position	Total
Admin / Fiscal	3
Program Management	5
Program Support	8
Intake	10
Outreach	16

Enter the total number of subcontracted employees currently working in CSD weatherization and HCS programs in the following positions. Count each subcontracted employee only once. If only a portion of an employee's time is charged to the program, count that person as one.

Position	Total
Admin / Fiscal	3
Program Management	3
Program Support	3
Intake	4
Outreach	4
Other – QA Reviewer	2

Describe your plans for building up your in-house workforce to meet the capacity needed to perform the ARRA program.

We are presently posting positions and interviewing new staff to perform the duties to complete work according to the contract

Describe how you will develop partnerships with local workforce investment advocates in order to achieve the objectives outlined above.

In process and active. See prior discussion about this topic above.

Provide a timeline that corresponds to the above workforce development plan.

In process and active. See prior discussion about this topic above.

Describe your plans for building up your workforce by outsourcing to meet the capacity needed to perform the ARRA program.

As described in a previous section above, a "waiting list" has been created of Private contractors "interested" in ARRA. A pre-bidders conference will be held and an RFQ/RFP process will be activated. Upon completion of that process, an eligibility list of approved Subcontractors will then be used throughout the term of the Contract if/when needed to assist with intake, outreach and/or production

Describe your action plan for outsourcing, including a description of the RFQ/bidding process, how interested parties will be informed of this opportunity, and provide a timeline for aligning subcontractors to provide timely delivery of services. Also describe your action plan for oversight of subcontractors.

As described above. This is a contingent process only. The eligibility list of subcontractors will be kept active throughout the term of the ARRA Contract but will not require CAPOC to employ these private-for-profit entities at any given time or for any specific period of time unless the need is clearly established to do so. Please also note that some or all components may/may not be outsourced due to ARRA's extremely restrictive requirements and needing rigid internal controls.

If you are not outsourcing any of your workforces, explain why.

Not sure yet. This will be decided once final information about the prevailing wage is received and once the full transition is made from E&ES to the newly created ARRA SILO division. Then the new ARRA Director will need to decide whether or not Subcontractors are needed to supplement the internal work force hired for this program so that all outreach and production goals are met.

#### Other Subcontracting

Describe your plans for procuring of material goods and services from third parties, how the agency plans to inform interested parties within the local community of subcontracting opportunities, and your action plan for oversight of subcontractors.

1-A minimum three-bid process is used for all large orders and is underway. 3 Truck company's were solicited for bids and one has been chosen. Because specialty equipment suppliers for Blower doors, Duct Blasters and CO Monoxers are very limited, they have to be sole-sourced in many cases. We are researching Infrared guns; however, most of the vendors have models that are cost prohibitive. Only one vendor so far makes a fairly affordable gun that we may be able to utilize.

2-See above mentioned discussion about "potentially" interested subcontractors.



3-If and when subcontractors are added to the ARRA program, they will undergo stringent monitoring. Any intake/outreach work that is submitted by them will be reviewed before officially accepted for enrollment and/or payment is made for those units. Any units installed/produced by them will need to pass a final QA inspection before any payment is approved for the work. Most work will be 'specialty work orders created in-house and then inspected upon completion of work.

**Vehicle & Equipment over \$5,000 per Unit**

If you are planning on charging any portion of vehicle and equipment purchases to ARRA, enter the following information related to these purchases. This will require DOE approval.

Item	Quantity	Est. Cost
N/A. NOTE: We will be leasing vehicles for ARRA.	11-16	TBD

**Barriers**

Identify any barriers that you feel you may face in meeting the requirements of ARRA (subcontracting, workforce development, outreach & marketing, quality assurance and oversight, compliance with DOE requirements, fiscal requirements and reporting, performance).

1--Biggest barrier meeting production goals. The September 30, 2010 date did not change. We did not receive the executed contract until December 3, 2009. 2. All new personal need training to begin production. Training consist of online and 3 one week courses.

Describe what assistance you will need from CSD.

See response to prior question above.

**Attached Document Checklist**

Document	Attached?
Ramp Up Schedule	YES
Field Staff Training Logs for Agency Staff & Subcontractors	YES
Diagnostic Equipment Log	YES
Disclosure of Findings	YES
Disclosure of Legal Proceedings	YES

**Comments**

Enter any comments you wish to make relative to the Local Plan and ARRA.

None at this time

## DOE ARRA PRIORITY PLAN NARRATIVE

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### Outreach

Describe in narrative format the selection process for dwellings to be weatherized and the outreach methods to be utilized to assure that eligible households are made aware of the services through DOE ARRA or any similar energy-related assistance program.

Outreach coordinators are presently building relationships with city officials, Churches and other entities that provide service to the needy (low income). Also they have targeted Property Management firms that have data bases of low income tenants. They assess whether a client qualifies and if they do turn it over to a Inspector / Assessor.

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### Reweatheringization

Describe in narrative format your selection process to ensure compliance with the DOE ARRA Reweatheringization Policy when providing services to dwellings previously weatherized from September 30, 1994 and earlier.

Every client that qualifies for weatherization we enter into our servtrak to confirm that we have not previously performed weatherization work. If we performed work prior to September 30, 1994 we would assess for new services.

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### Client Education

Describe in narrative format a description of how your client education services will be provided to include needs assessments, budget education/counseling, energy conservation and weatherization measures education. Describe how your activities are designed to target households that have not been previously serviced under a LIHEAP or DOE Weatherization program.

We provide new clients with form CSD 321 including a copy of the pamphlet, Renovate Right: Important Lead Hazard Information for Families, Child Care Providers, and Schools. We provide verbal Energy Education information regarding changes clients can make to reduce energy consumption in their households. A copy of the pamphlet, A brief Guide to Mold and Moisture In Your Home, informing them on how to clean up residential mold problems and how to prevent mold growth. We also provide information regarding personal financial management. Targeted Households – Active and in process as detailed above.

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### Training and Technical Assistance

Describe in narrative format a description of how you will provide Training and Technical Assistance to your administrative and program staff.

Training and technical assistance weatherization, courses offered by other Community Action Partnerships that are geared towards weatherization. CAPOC will also be offering other online will be provided by our current training administrator. Training programs will consist of currently available CSD online training for trainings in areas that include but are not limited to; customer service, OSHA standards, Microsoft Office programs, and specific equipment training.

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**Leveraging**

Describe in narrative format how you will leverage DOE ARRA funds with other available program funds and how much leveraging you plan on coordinating.

Active and in process – as detailed above.

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State of California  
Department of Community Services and Development  
50% of FY 2009 ARRA Stimulus DOE Allocation Using Pure 3FF  
Maximum Allowable Line Item Amounts

County/Service Area	Contract Number	Total Allocation	Allowable Admin 6%	Allowable T&TA 6%	Allowable H&S 23%	Allowable Outreach 5%	Allowable Intake 2%	Allowable Client Ed 5%
Alameda Co.								
1 Area A - City of Berkeley	09C-1801	377,147	22,861	22,898	82,847	18,857	7,543	18,857
2 Area B - Spectrum Community Services, Inc.*	09C-1802	1,941,812	117,706	117,896	426,553	97,091	38,836	97,091
3 Amador/Tuolumne Service Area - Amador-Tuolumne CAA								
Amador		125,019	7,578	7,590	27,463	6,251	2,500	6,251
Calaveras		216,625	13,131	13,152	47,586	10,831	4,333	10,831
Tuolumne		220,183	13,347	13,368	48,367	11,009	4,404	11,009
Service Area Total	09C-1803	561,827	34,056	34,110	123,416	28,091	11,237	28,091
4 Butte Co. - CAA of Butte County, Inc.	09C-1804	985,949	59,765	59,861	216,581	49,297	19,719	49,297
5 Colusa Service Area - Glenn Co. Human Resource Agency								
Colusa		90,347	5,477	5,485	19,846	4,517	1,807	4,517
Glenn		125,723	7,621	7,633	27,617	6,286	2,514	6,286
Trinity		88,131	5,342	5,351	19,360	4,407	1,763	4,407
Service Area Total	09C-1805	304,201	18,440	18,469	66,823	15,210	6,084	15,210
6 Contra Costa Co. - Contra Costa Employment & Human Services	09C-1806	1,682,564	101,991	102,156	369,604	84,128	33,651	84,128
7 Del Norte Co. - Del Norte Senior Center	09C-1807	179,101	10,856	10,874	39,343	8,955	3,582	8,955
8 El Dorado Service Area - El Dorado Co. Dept. of Human Services								
Alpine		19,527	1,184	1,186	4,289	976	391	976
El Dorado		736,685	44,655	44,727	161,828	36,834	14,734	36,834
Service Area Total	09C-1808	756,212	45,839	45,913	166,115	37,810	15,125	37,810
9 Fresno Co. - Fresno Co. EOC	09C-1809	4,091,673	248,023	248,424	898,807	204,584	81,833	204,584
10 Humboldt Co. - Redwood CAA	09C-1810	784,680	47,565	47,641	172,369	39,234	15,694	39,234
11 Imperial Service Area - Campesinos Unidos, Inc.								
Imperial		370,564	22,462	22,499	81,401	18,528	7,411	18,528
San Diego - Area A		2,304,365	139,683	139,908	506,194	115,218	46,087	115,218
Service Area Total	09C-1811	2,674,929	162,145	162,407	587,595	133,746	53,498	133,746
12 Inyo Service Area - IMACA, Inc.								
Inyo		178,700	10,832	10,850	39,255	8,935	3,574	8,935
Mono		159,497	9,668	9,684	35,036	7,975	3,190	7,975
Service Area Total	09C-1812	338,197	20,500	20,534	74,291	16,910	6,764	16,910
13 Kern Co. - CAP of Kern	09C-1813	2,740,633	166,128	166,396	602,027	137,032	54,813	137,032
14 Kings Co. - Kings Community Action Organization, Inc.	09C-1814	494,379	29,958	30,016	108,599	24,719	9,888	24,719
15 Lake Service Area - North Coast Energy Services								
Lake		573,390	34,757	34,813	125,955	28,670	11,468	28,670
Marin		333,733	20,230	20,262	73,310	16,687	6,675	16,687
Mendocino		612,400	37,122	37,182	134,524	30,620	12,248	30,620
Napa		229,807	13,930	13,953	50,481	11,490	4,596	11,490
Solano		657,013	39,826	39,890	144,324	32,851	13,140	32,851
Sonoma		794,898	48,184	48,262	174,613	39,745	15,898	39,745
Yolo		632,069	38,314	38,376	138,845	31,603	12,641	31,603
Service Area Total	09C-1815	3,833,310	232,363	232,738	842,052	191,666	76,666	191,666
16 Lassen Co. - Lassen Economic Development Corporation	09C-1816	244,686	14,832	14,856	53,750	12,234	4,894	12,234
Los Angeles Co.								
17 Area A - Decision Pending	09C-1817	4,649,215	281,819	282,275	1,021,280	232,461	92,984	232,461
18 Area B - Maravilla*	09C-1818	5,156,396	312,560	313,067	1,132,692	257,820	103,128	257,820
19 Area C - PACE	09C-1819	3,512,859	212,937	213,282	771,660	175,643	70,257	175,643
20 Area D - Decision Pending		5,720,273	346,743	347,304	1,256,557	286,014	114,405	286,014
21 Mariposa Co. - Mariposa Co. Dept. of Human Services	09C-1823	145,303	8,808	8,822	31,918	7,265	2,906	7,265
22 Merced Service Area - Merced Co. CAA								
Madera		662,392	40,152	40,217	145,506	33,120	13,248	33,120
Merced		942,804	57,149	57,242	207,103	47,140	18,856	47,140
Service Area Total	09C-1824	1,605,196	97,301	97,459	352,609	80,260	32,104	80,260
23 Modoc Co. - Redwood CAA	09C-1825	105,041	6,367	6,378	23,074	5,252	2,101	5,252
24 Nevada Co. - Nevada Co. Dept. of Housing & Community Services	09C-1826	485,805	29,448	29,495	106,716	24,290	9,716	24,290
25 Orange Co. - CAP of Orange Co.	09C-1827	2,997,522	181,699	181,993	658,458	149,876	59,950	149,876
26 Placer Co. - Project Go, Inc.	09C-1828	498,516	30,218	30,267	109,508	24,926	9,970	24,926
27 Plumas Service Area - Plumas Co. CDC								
Plumas		169,434	10,270	10,287	37,219	8,472	3,369	8,472
Sierra		25,069	1,520	1,522	5,507	1,253	501	1,253
Service Area Total	09C-1829	194,503	11,790	11,809	42,726	9,725	3,890	9,725

State of California  
Department of Community Services and Development  
50% of FY 2009 ARRA Stimulus DOE Allocation Using Pure 3FF  
Maximum Allowable Line Item Amounts

County/Service Area	Contract Number	Total Allocation	Allowable Admin 5%	Allowable T&TA 5%	Allowable H&S 25%	Allowable Outreach 5%	Allowable Intake 2%	Allowable Client Ed 5%
28 Riverside Co. - CAP of Riverside Co.	09C-1830	3,803,748	230,570	230,943	835,559	190,187	76,075	190,187
29 Sacramento Service Area - CRP, Inc.								
Sacramento		3,263,118	197,799	198,119	716,800	163,156	65,262	163,156
Sutter		318,268	19,292	19,323	69,913	15,913	6,365	15,913
Yuba		327,082	19,827	19,859	71,849	16,354	6,542	16,354
Service Area Total	09C-1831	3,908,468	236,918	237,301	858,562	195,423	78,169	195,423
30 San Bernardino Co. - CAP of San Bernardino Co.	09C-1832	4,473,529	271,170	271,608	982,688	223,676	89,471	223,676
31 San Diego Co. - Area B - MAAC	09C-1833	1,241,197	75,237	75,359	272,650	62,060	24,824	62,060
32 San Francisco Co. - EOC of San Francisco*	09C-1834	1,290,576	78,230	78,357	283,497	64,529	25,812	64,529
33 San Joaquin Co. - Dept. of Aging, Children's & Community Services	09C-1835	2,098,604	127,210	127,416	480,995	104,930	41,972	104,930
34 San Luis Obispo - EOC of San Luis Obispo Co.	09C-1836	563,173	34,138	34,193	123,711	28,159	11,263	28,159
35 San Mateo - CAA of San Mateo Co., Inc.*	09C-1837	898,120	54,441	54,529	197,288	44,906	17,962	44,906
36 Santa Barbara Co. - CAC of Santa Barbara Co. Santa Clara County	09C-1838	876,362	53,122	53,208	192,508	43,818	17,527	43,818
37 Northern Area - Decision Pending		1,978,242	119,914	120,108	434,555	98,912	39,565	98,912
38 Southern Area - Decision Pending		123,142	7,464	7,477	27,050	6,157	2,463	6,157
39 Santa Cruz Service Area - Central Coast Energy Services								
Monterey		1,062,636	64,413	64,517	233,427	53,132	21,253	53,132
San Benito		112,951	6,847	6,858	24,812	5,648	2,259	5,648
Santa Cruz		673,410	40,820	40,886	147,926	33,671	13,468	33,671
Service Area Total	09C-1841	1,848,997	112,080	112,261	406,165	92,451	36,980	92,451
40 Shasta/Tehama Service Area - SHHIP, Inc.								
Shasta		935,346	56,697	56,789	205,465	46,767	18,707	46,767
Tehama		386,360	23,420	23,458	84,871	19,318	7,727	19,318
Service Area Total	09C-1842	1,321,706	80,117	80,247	290,336	66,085	26,434	66,085
41 Siskiyou Co. - Great Northern Corporation	09C-1843	637,875	38,666	38,728	140,120	31,894	12,758	31,894
42 Stanislaus Co. - CVOC, Inc.	09C-1844	1,385,543	83,987	84,123	304,358	69,277	27,711	69,277
43 Tulare Co. - CSET, Inc.	09C-1845	2,047,686	124,124	124,324	449,810	102,384	40,954	102,384
44 Ventura Co. - Community Action of Ventura Co., Inc.	09C-1846	996,103	60,380	60,478	218,811	49,805	19,922	49,805
TOTALS		76,555,000	4,640,496	4,648,000	16,816,633	3,827,749	1,531,100	3,827,749

\* Contract on hold pending outcome of enforcement action  
Decision Pending = CSD seeking new contractor for service area

State of California  
 Department of Community Services and Development  
 DRAFT Example of FY 2009 ARRA Stimulus DOE Allocation Using Pure 3FF  
 Administration, Training & Technical Assistance, and Health & Safety

		A	B	C	D	A	B	C	D
	County/Service Area	100% Total Allocation	Allowable Admin 5%	Allowable T&TA 6%	Allowable H&S (A-B-C)25%	50% of Total Allocation	Allowable Admin 5%	Allowable T&TA 6%	Allowable H&S (A-B-C)25%
<b>Alameda Co.</b>									
1	Area A - City of Berkeley	757,496	37,875	48,056	187,891	378,748	18,937	24,028	83,946
2	Area B - Spectrum Community Services, Inc.	3,900,107	195,005	247,424	884,420	1,950,054	97,503	123,712	432,210
3	Amador/Tuolumne Service Area - Amador-Tuolumne CAA								
	Amador	251,099	12,555	15,930	55,654	125,550	6,278	7,965	27,827
	Calaveras	435,089	21,754	27,602	96,433	217,545	10,877	13,801	48,217
	Tuolumne	442,235	22,112	28,056	98,017	221,118	11,056	14,028	49,009
	Service Area Total	1,128,423	56,421	71,588	268,001	564,213	28,211	35,794	125,052
4	Butte Co. - CAA of Butte County, Inc.	1,980,267	99,013	125,629	438,906	990,134	49,507	62,815	219,453
5	Colusa Service Area - Glenn Co. Human Resource Agency								
	Colusa	181,461	9,073	11,512	40,219	90,731	4,537	5,756	20,110
	Glenn	252,513	12,626	16,020	55,967	126,257	6,313	8,010	27,984
	Trinity	177,010	8,851	11,230	39,232	88,505	4,425	5,615	19,616
	Service Area Total	610,984	30,550	38,762	135,418	305,493	15,275	19,381	67,709
6	Contra Costa Co. - Contra Costa Employment & Human Services	3,379,410	168,971	214,391	749,012	1,689,705	84,485	107,196	344,506
7	Del Norte Co. - Del Norte Senior Center	359,723	17,986	22,821	79,729	179,862	8,993	11,411	365
8	El Dorado Service Area - El Dorado Co. Dept. of Human Services								
	Alpine	39,219	1,961	2,488	8,693	19,610	981	1,244	346
	El Dorado	1,479,624	73,981	93,868	327,944	739,812	36,991	45,34	1,972
	Service Area Total	1,518,843	75,942	96,356	336,637	759,424	37,972	46,58	2,318
9	Fresno Co. - Fresno Co. EOC	8,218,077	410,904	521,31	1,454	4,109,037	205,452	260,656	824,507
10	Humboldt Co. - Redwood CAA	1,576,020	78,80	99,9	3,3	788,010	39,40	49,95	159,554
11	Imperial Service Area - Campesinos Unidos, Inc.								
	Imperial	744,274	37,2	46,5	154	372,137	18,607	23,259	77,239
	San Diego - Area A	1,231,4	61,57	78,2	254	615,700	30,785	39,129	127,154
	Service Area Total	1,975,674	98,77	124,7	408	987,837	49,392	62,388	198,393
12	Inyo Service Area - IMACA, Inc.								
	Inyo	31,91	1,595	2,003	699	15,955	797	1,001	349
	Monic	3,34	16,7	20,323	71,002	16,174	8,009	10,162	35,501
	Service Area Total	35,25	18,26	22,326	80,999	32,129	16,082	20,163	70,842
13	Kern Co. - Kern Co. EOC	1,452,992	72,649	91,374	316,073	726,496	36,324	45,687	158,036
14	Kings Co. - Kings Co. EOC	992,5	49,628	62,993	220,079	496,278	24,824	31,197	110,039
15	Lake Se - Lake Se EOC								
	Lake	1,151,848	57,582	73,061	255,251	575,824	28,791	36,531	127,626
	Maric	670,299	33,515	42,524	148,565	335,150	16,758	21,262	74,283
	Menic	1,229,998	61,500	78,032	272,617	614,999	30,750	39,016	136,308
	Napa	461,566	23,078	29,282	102,302	230,783	11,539	14,641	51,151
	Solano	1,319,602	65,980	83,716	292,477	659,801	32,990	41,858	146,238
	Sonoma	1,596,543	79,827	101,285	353,858	798,272	39,914	50,643	176,929
	Yolo	1,269,503	63,475	80,538	281,373	634,752	31,738	40,269	140,686
	Service Area Total	7,699,159	384,957	488,438	1,706,441	3,849,581	192,480	244,220	853,220
16	Lassen Co. - Lassen Economic Development Corporation	491,448	24,572	31,178	108,925	245,724	12,286	15,589	54,462

State of California  
Department of Community Services and Development  
DRAFT Example of FY 2009 ARRA Stimulus DOE Allocation Using Pure 3FF  
Administration, Training & Technical Assistance, and Health & Safety

	County/Service Area	A				B				C				D			
		100% Total Allocation	50% of Total Allocation	Admin 5%	Allowable T&TA 6%	Admin 5%	Allowable T&TA 6%	Admin 5%	Allowable T&TA 6%	Admin 5%	Allowable T&TA 6%	Admin 5%	Allowable T&TA 6%	Admin 5%	Allowable T&TA 6%	Admin 5%	Allowable T&TA 6%
17	Los Angeles Co.	9,337,892	4,668,946	466,895	592,400	466,895	592,400	466,895	592,400	466,895	592,400	466,895	592,400	466,895	592,400	466,895	592,400
18	Area A - CES	10,356,556	5,178,284	517,828	657,026	517,828	657,026	517,828	657,026	517,828	657,026	517,828	657,026	517,828	657,026	517,828	657,026
19	Area B - Maravilla	7,055,536	3,527,768	352,777	447,606	352,777	447,606	352,777	447,606	352,777	447,606	352,777	447,606	352,777	447,606	352,777	447,606
20	Area C - PACE	3,699,611	1,849,806	184,981	234,705	184,981	234,705	184,981	234,705	184,981	234,705	184,981	234,705	184,981	234,705	184,981	234,705
20	Area D (To be divided among CES, Maravilla & PACE)	3,869,306	1,934,653	193,465	245,470	193,465	245,470	193,465	245,470	193,465	245,470	193,465	245,470	193,465	245,470	193,465	245,470
	CES (Interim)	3,920,183	1,960,092	196,009	248,698	196,009	248,698	196,009	248,698	196,009	248,698	196,009	248,698	196,009	248,698	196,009	248,698
	Maravilla (Interim)	11,489,100	5,744,551	574,455	728,873	574,455	728,873	574,455	728,873	574,455	728,873	574,455	728,873	574,455	728,873	574,455	728,873
	PACE (Interim)	291,840	145,920	14,592	18,514	14,592	18,514	14,592	18,514	14,592	18,514	14,592	18,514	14,592	18,514	14,592	18,514
21	Service Area Total	1,330,406	665,203	66,520	84,402	66,520	84,402	66,520	84,402	66,520	84,402	66,520	84,402	66,520	84,402	66,520	84,402
22	Mariposa Co. - Mariposa Co. Dept. of Human Services	1,893,611	946,806	94,681	120,131	94,681	120,131	94,681	120,131	94,681	120,131	94,681	120,131	94,681	120,131	94,681	120,131
22	Madera	3,224,017	1,612,009	161,201	204,533	161,201	204,533	161,201	204,533	161,201	204,533	161,201	204,533	161,201	204,533	161,201	204,533
22	Madera	210,974	105,487	10,549	13,384	10,549	13,384	10,549	13,384	10,549	13,384	10,549	13,384	10,549	13,384	10,549	13,384
23	Service Area Total	975,734	487,867	48,787	61,901	48,787	61,901	48,787	61,901	48,787	61,901	48,787	61,901	48,787	61,901	48,787	61,901
23	Modoc Co. - Redwood CAA	6,020,487	3,010,244	301,024	381,942	301,024	381,942	301,024	381,942	301,024	381,942	301,024	381,942	301,024	381,942	301,024	381,942
24	Nevada Co. - Nevada Co. Dept. of Housing & Community Services	1,001,264	500,632	50,063	63,521	50,063	63,521	50,063	63,521	50,063	63,521	50,063	63,521	50,063	63,521	50,063	63,521
25	Orange Co. - CAP of Orange Co.	340,306	170,153	17,015	21,589	17,015	21,589	17,015	21,589	17,015	21,589	17,015	21,589	17,015	21,589	17,015	21,589
26	Placer Co. - Project Go, Inc.	50,350	25,175	2,518	3,194	2,518	3,194	2,518	3,194	2,518	3,194	2,518	3,194	2,518	3,194	2,518	3,194
27	Plumas Service Area - Plumas Co. CDC	390,656	195,328	19,533	24,783	19,533	24,783	19,533	24,783	19,533	24,783	19,533	24,783	19,533	24,783	19,533	24,783
27	Plumas	7,639,783	3,819,892	381,989	484,671	381,989	484,671	381,989	484,671	381,989	484,671	381,989	484,671	381,989	484,671	381,989	484,671
27	Sierra	6,553,933	3,276,967	327,697	415,784	327,697	415,784	327,697	415,784	327,697	415,784	327,697	415,784	327,697	415,784	327,697	415,784
28	Service Area Total	639,238	319,619	31,962	40,554	31,962	40,554	31,962	40,554	31,962	40,554	31,962	40,554	31,962	40,554	31,962	40,554
28	Riverside Co. - CAP of Riverside Co.	656,941	328,471	32,847	41,677	32,847	41,677	32,847	41,677	32,847	41,677	32,847	41,677	32,847	41,677	32,847	41,677
29	Sacramento Service Area - CRP, Inc.	7,850,112	3,925,057	392,506	498,015	392,506	498,015	392,506	498,015	392,506	498,015	392,506	498,015	392,506	498,015	392,506	498,015
30	Sacramento	8,985,030	4,492,515	449,252	570,014	449,252	570,014	449,252	570,014	449,252	570,014	449,252	570,014	449,252	570,014	449,252	570,014
31	Sutter	2,492,928	1,246,464	124,646	158,152	124,646	158,152	124,646	158,152	124,646	158,152	124,646	158,152	124,646	158,152	124,646	158,152
32	Yuba	2,592,106	1,296,053	129,605	164,444	129,605	164,444	129,605	164,444	129,605	164,444	129,605	164,444	129,605	164,444	129,605	164,444
32	Service Area Total	4,215,022	2,107,511	210,751	267,403	210,751	267,403	210,751	267,403	210,751	267,403	210,751	267,403	210,751	267,403	210,751	267,403
30	San Bernardino Co. - CAP of San Bernardino Co.	1,131,126	565,563	56,556	71,759	56,556	71,759	56,556	71,759	56,556	71,759	56,556	71,759	56,556	71,759	56,556	71,759
31	San Diego Co. - Area B - MAAC	1,803,864	901,932	90,193	114,438	90,193	114,438	90,193	114,438	90,193	114,438	90,193	114,438	90,193	114,438	90,193	114,438
32	San Francisco Co. - EOC of San Francisco	1,760,163	880,082	88,008	111,665	88,008	111,665	88,008	111,665	88,008	111,665	88,008	111,665	88,008	111,665	88,008	111,665
33	San Joaquin Co. - Dept. of Aging, Children's & Community Services	3,973,276	1,986,638	198,664	252,066	198,664	252,066	198,664	252,066	198,664	252,066	198,664	252,066	198,664	252,066	198,664	252,066
34	San Luis Obispo - EOC of San Luis Obispo Co.	247,328	123,664	12,366	15,691	12,366	15,691	12,366	15,691	12,366	15,691	12,366	15,691	12,366	15,691	12,366	15,691
35	San Mateo - CAA of San Mateo Co., Inc.	2,134,291	1,067,146	106,715	135,400	106,715	135,400	106,715	135,400	106,715	135,400	106,715	135,400	106,715	135,400	106,715	135,400
36	Santa Barbara Co. - CAC of Santa Barbara Co.	226,862	113,431	11,343	14,392	11,343	14,392	11,343	14,392	11,343	14,392	11,343	14,392	11,343	14,392	11,343	14,392
37	Santa Clara County	1,352,536	676,268	67,627	85,805	67,627	85,805	67,627	85,805	67,627	85,805	67,627	85,805	67,627	85,805	67,627	85,805
38	Santa Cruz Service Area - Central Coast Energy Services	3,713,689	1,856,845	185,685	235,597	185,685	235,597	185,685	235,597	185,685	235,597	185,685	235,597	185,685	235,597	185,685	235,597
39	Monterey	2,134,291	1,067,146	106,715	135,400	106,715	135,400	106,715	135,400	106,715	135,400	106,715	135,400	106,715	135,400	106,715	135,400
39	San Benito	226,862	113,431	11,343	14,392	11,343	14,392	11,343	14,392	11,343	14,392	11,343	14,392	11,343	14,392	11,343	14,392
39	Santa Cruz	1,352,536	676,268	67,627	85,805	67,627	85,805	67,627	85,805	67,627	85,805	67,627	85,805	67,627	85,805	67,627	85,805
39	Service Area Total	3,713,689	1,856,845	185,685	235,597	185,685	235,597	185,685	235,597	185,685	235,597	185,685	235,597	185,685	235,597	185,685	235,597

State of California  
Department of Community Services and Development  
DRAFT Example of FY 2009 ARRA Stimulus DOE Allocation Using Pure 3FF  
Administration, Training & Technical Assistance, and Health & Safety

	County/Service Area	A				B				C				D			
		100% Total Allocation	50% of Total Allocation	Admin 5%	Allowable T&TA 5%	Admin 5%	Allowable T&TA 5%	Admin 5%	Allowable T&TA 5%	Admin 5%	Allowable T&TA 5%	Admin 5%	Allowable T&TA 5%	Admin 5%	Allowable T&TA 5%	Admin 5%	Allowable T&TA 5%
40	Shasta/Tehama Service Area - SHHIP, Inc.	1,878,631	939,316	46,986	119,181	46,986	119,181	46,986	119,181	46,986	119,181	46,986	119,181	46,986	119,181	46,986	119,181
	Shasta	775,999	388,000	19,400	49,230	19,400	49,230	19,400	49,230	19,400	49,230	19,400	49,230	19,400	49,230	19,400	49,230
	Tehama	2,654,630	1,327,316	66,366	168,411	66,366	168,411	66,366	168,411	66,366	168,411	66,366	168,411	66,366	168,411	66,366	168,411
	Service Area Total	1,281,164	640,582	32,029	81,278	32,029	81,278	32,029	81,278	32,029	81,278	32,029	81,278	32,029	81,278	32,029	81,278
41	Siskiyou Co. - Great Northern Corporation	2,782,846	1,391,423	69,571	176,545	69,571	176,545	69,571	176,545	69,571	176,545	69,571	176,545	69,571	176,545	69,571	176,545
42	Stanislaus Co. - CVOC, Inc.	4,112,752	2,056,376	102,819	260,915	102,819	260,915	102,819	260,915	102,819	260,915	102,819	260,915	102,819	260,915	102,819	260,915
43	Tulare Co. - CSET, Inc.	2,000,661	1,000,331	50,017	126,923	50,017	126,923	50,017	126,923	50,017	126,923	50,017	126,923	50,017	126,923	50,017	126,923
44	Ventura Co. - Community Action of Ventura Co., Inc.																
TOTALS		153,759,804	76,879,902	3,843,999	9,754,588	3,843,999	9,754,588	3,843,999	9,754,588	3,843,999	9,754,588	3,843,999	9,754,588	3,843,999	9,754,588	3,843,999	9,754,588



## DOE ARRA Amended Local Plan – Addendum 1 Cover Page

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**Due Date** . No later than 10 working days after the approval of the Davis-Bacon Plan

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**Email to** Your field representative

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**Contact for  
Questions**

**Agency Name** Community Action Partnership of Orange County

**Contact Person** Dale Goebel

**Title** Director DOE /ARRA WAP

**Phone Number** 714-899-0034

**Email** dgoebel@capoc.org

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**CSD Approval**

**Approved by**

**Approval Date**

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## DOE ARRA Amended Local Plan – Addendum 1

**Instructions** If you need additional funding for intake, outreach and/or client education, you must provide justification for the increased need. If you do not need any additional funding, enter zero under the first question for each expense line item below.

**Additional  
Intake  
Justification**

Intake is currently limited to 2% of your total contract. How much additional funding will you need to support expanded or different approaches for carrying out intake services? (Enter the dollar amount.)

0

If you are requesting additional funds, describe the differences in strategy and design for delivering intake as compared to what you proportionately spend in a normal year.

**Additional  
Outreach  
Justification**

Outreach is currently limited to 5% of your total contract. How much additional funding will you need to support expanded or different approaches for carrying out outreach services? (Enter the dollar amount.)

0

If you are requesting additional funds, describe the differences in strategy and design for delivering outreach as compared to what you proportionately spend in a normal year.

**Additional  
Client  
Education  
Justification**

Client Education is currently limited to 5% of your total contract. How much additional funding will you need to support expanded or different approaches for carrying out client education services? (Enter the dollar amount.)

0

If you are requesting additional funds, describe the differences in strategy and design for delivering client education as compared to what you proportionately spend in a normal year.

(2009 DOE WAP AMENDMENT 2)

## RAMP UP SCHEDULE

[illegible]

**EXHIBIT B**  
(Standard Agreement)

(2009 DOE WAP AMENDMENT 2)

RAMP UP SCHEDULE		2009		2010		2011		2012	
Agency:		1/1 - 3/31	4/1 - 6/30	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30	10/1 - 12/31
Total		0	0	0	0	0	0	0	0
Job Creation - Subcontractors	Total	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30
Basic Weatherization	0								
Specialty	0								
Other -	0								
Other -	0								
Total		0	0	0	0	0	0	0	0
Vehicle & Equipment Purchases	Total	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30
Vehicles	0								
Equipment -	0								
Equipment -	0								
Equipment -	0								
Equipment -	0								
Total		0	0	0	0	0	0	0	0

Comments:

Instructions

- These schedules replace all previous ones submitted as part of the DOE ARRA Local Plan.
- CSD will be reviewing the aggregate totals on a statewide basis to determine if the State will attain the 30% of estimated completed dwellings by 9/30/10.
- If agency can not forecast any activity in the 3rd quarter (Jan - Mar 2010), specific reasons must be given in the comments section above. Please bear in mind that DOE and the administration have expressed that they want states to spend out as quickly as possible and that each agency should put their best estimate forward.
- Base estimates for unit production on current DOE measures, reimbursement rates and historical data.
- The formulas for calculating the average cost per unit and the health and safety measure maximum are included in this addendum.

Expenditures by County -

- Enter the name of each county in your service territory on separate lines.
- For each county, enter the percentage of funds you plan to expend by the end of each quarter.

Unit Production By County -

- Enter the name of each county in your service territory on separate lines.
- For each county, enter the number of units you plan to complete by the end of each quarter.

Job Creations - Agency -

- Enter the number of employees by category that you estimate will be hired each quarter.

# EXHIBIT B (Standard Agreement)

(2009 DOE WAP AMENDMENT 2)

## RAMP UP SCHEDULE

Agency:

- Categories - If a new hire fits into more than one category, count the person only once. Place them in the category that requires the most training per the proposed training coursework in the instructions.

Job Creations - Subcontractors

- Enter the estimated number of jobs that will be created by contracting with subcontractors for both basic wx and specialty work.

- To help determine the number of jobs, base your estimate as if you were doing a direct hire rather than subcontracting.

Vehicle & Equipment Purchases over \$5,000 per Unit

- Enter the quantity of vehicles and equipment in the quarter you are planning to make the purchases even if only a portion of the purchase will be charged to ARRA.

Note: Although this sheet is protected, there is no password. To remove the protection, go to Tools, choose Protection and lastly choose Unprotect Sheet.

2009	2010	2011	2012
1	2	3	4
5	6	7	8
9	10	11	12